



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Environmental Public Health

Division: Division of Community and Public Health

Sub-Section: Bureau of Environmental Epidemiology

**TITLE:** Hazardous Substances or Conditions - Medical Records

**CUTOFF:** End of federal fiscal year of final remediation of site

**DESCRIPTION:** Records created by federal and state environmental risk management and health agencies, potentially-exposed individuals, and medical facilities while documenting human exposures to hazardous substances or environmental conditions. Records are used to evaluate health risks of exposure events and may relate to hazardous substance site files or indoor air quality investigation records. Records include, but are not limited to: special studies; exposure investigation documents; epidemiological case records; Fatality Assessment and Control Evaluation (FACE) case records; Healthy Indoor Environments (HIE) Risk Assessment case records; medical records related to environmentally or occupationally-induced illnesses or conditions; and related correspondence.

**RETENTION:** Years: 100 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 7525

**SERIES STATUS:** Approved

**APPROVAL DATE:** 5/13/2019

**TITLE:** Hazardous Substances or Conditions - Site Files

**CUTOFF:** End of federal fiscal year of final remediation of site

**DESCRIPTION:** Records of hazardous substance site investigations and remediation decisions. Records are used in evaluating the human health risks of the sites and for making health-protective recommendations regarding actions needed to reduce potential health risks. Records include, but are not limited to: environmental sampling plans; site investigation records; risk assessments; health evaluations; proposed remediation strategies; and comment letters.

**RETENTION:** Years: 100 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 7522

**SERIES STATUS:** Approved

**APPROVAL DATE:** 5/13/2019



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Environmental Public Health

Division: Division of Community and Public Health

Sub-Section: Bureau of Environmental Epidemiology

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**TITLE:** Indoor Air Quality Investigation Records

**CUTOFF:** Close of investigation

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**DESCRIPTION:** Records of indoor air quality testing of carbon monoxide, carbon dioxide, asbestos, humidity, and radon levels at state and federal buildings and public schools in Missouri. Records include, but are not limited to: investigation reports; maps; test results; and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Review before destroying.

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

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**SERIES:** 7514

**SERIES STATUS:** Approved

**APPROVAL DATE:** 5/13/2019

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**TITLE:** Lead Abatement Project Compliance and Enforcement Files

**CUTOFF:** End of Calendar Year in which project or investigation is completed

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**DESCRIPTION:** Records submitted to or created by the Department of Health and Senior Services for the purpose of compliance to or enforcement of the standards and regulations of lead abatement projects in Missouri. Records include, but are not limited to: documentation of complaints or violations; inspection reports; audit records; photographs; Lead Abatement Project Notification forms; re-notification forms; fee or fine receipts; occupant protection plans; post-abatement project reports; Notices of Violation (NOV); warning letters; corrective action plans; and correspondence. Records created pursuant to 701.300-701.338 RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 23840

**SERIES STATUS:** Approved

**APPROVAL DATE:** 5/13/2019

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## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Environmental Public Health

Division: Division of Community and Public Health

Sub-Section: Bureau of Environmental Epidemiology

**TITLE:** Lead Occupation Licensing and Training Provider Accreditation Files

**CUTOFF:** Date in which license or accreditation expires or is denied

**DESCRIPTION:** Records related to the licensing of lead inspectors, risk assessors, lead abatement workers/supervisors/contractors, and project designers, or the accreditation of lead occupation training providers. Records include, but are not limited to: applications for licensing or accreditation; renewal forms; notifications of changes to address, ownership, curriculum, facilities, or equipment; fee receipts; proofs of qualification, certification, education, or work history; letters of reference; notifications of approved, incomplete, or denied applications; audit records; course agendas; quality control plans/reports; course exam blueprints; facility and equipment descriptions; and other supporting documentation. Records created pursuant to 19 CSR 30-70.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** See series 23833 for applications denied due to violations of professional standards.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23832

**SERIES STATUS:** Approved

**APPROVAL DATE:** 5/13/2019

**TITLE:** Lead Occupation Licensing and Training Provider Accreditation Files - Suspended, Revoked, or Restricted

**CUTOFF:** Date in which license or accreditation is suspended, revoked, restricted, or denied

**DESCRIPTION:** Records documenting the decision to restrict, suspend, revoke, or deny a lead occupation license or training provider accreditation due to violations of professional conduct or standards as described in 19 CSR 30-70, 29 CFR 1926.59-62, and 701.300-338 RSMo. Records include, but are not limited to: applications; inspection/audit reports; lead abatement project documents; complaint investigation files; notices of license or accreditation suspension, revocation, restriction, or denial; and other supporting documentation.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23833

**SERIES STATUS:** Approved

**APPROVAL DATE:** 5/13/2019